

**New Hampshire Department of Transportation
Bureau Of Highway Maintenance**

**Emergency Plans and Practices Matrix
EIP-12-Form 12a**

<i>Emergency Response Plans and Practices</i>				
<i>Type of Emergency</i>	<i>Emergency Coordinator</i>	<i>Document Reference</i>	<i>Practices/Training Exercises</i>	<i>Communications</i>
Fire	DOT Health and Safety Officer, SEC, Patrol Shed Foreman	Facility Emergency Plan/Posting	Preparation: Notify all staff of exits, fire extinguishers. Conduct drills. Local Fire Dept tour. Response: Evacuate building, call 911.	Preparation: provide staff with plan/posting location. Train staff on plan/posting. Review plan periodically. Refresher Training Safety Programs #007 and 008. Offer a Fire Dept. Tour every 5 years. Response: Call 911
Natural gas, gas, propane leak	DOT Health and Safety Officer, SEC, Patrol Shed Foreman	Facility Emergency Plan/Posting	Preparation: Inventory natural gas, gas, and propane sources. Notify all staff of exits, fire extinguishers. Conduct drills. Local Fire Dept. tour. Invite gas Company for training events. Response: Evacuate building/area, call 911. Notify the Gas Company.	Preparation: provide staff with plan/posting location. Train staff on plan/posting. Review plan periodically. Refresher Training Safety Programs #007 and 008. Offer a Fire Dept. Tour every 5 years.
Hazardous Waste Spill	DOT Health and Safety Officer, SEC, Patrol Shed Foreman	Facility Emergency Plan/Posting	Preparation: Inventory Hazardous Waste. Notify all staff of exits, fire extinguishers. Conduct drills. Local Fire Dept tour. Response: Evacuate building, call 911.	Preparation: provide staff with plan/posting location. Train staff on plan/posting. Review plan periodically. Refresher Training Safety Programs #007 and 008. Offer a Fire Dept. Tour every 5 years. Response: Call 911

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Oil Spill	SEC/Operator B, Patrol Shed Foreman/Operator C	Operator A, B, C Duties Spill Response	Preparation: Initial and refresher training for Operators A, B, and C. Response: Contact NHDES Spill Response, and Police/Fire/Emergency Services if necessary (911). If determined safe to do so, turn off any source, and contain spill.	Preparation: Initial and refresher training for Operators A, B, and C. Response: Contact NHDES Spill Response, and Police/Fire/Emergency Services if necessary (911).